

## **POLICE TRAINEE (000-1) POST APPLICATION INSTRUCTIONS**

**If you have questions about the information on the application, please call Police Backgrounds at 817-871-6777. If you have questions regarding the written test, please call Human Resources at 817-392-7750.**

### **STUDY GUIDE:**

**Print and review the study guide** for the written exam from the Police Recruitment web page. If you are unable to print the study guide, you may obtain a copy at the Fort Worth Fire and Police Training Center, 1000 Calvert St., Fort Worth, Texas, 76107 or at the Human Resources Department, 1000 Throckmorton St., Fort Worth, Texas, 76102.

### **APPLICATION SCREENING:**

All properly completed applications will be reviewed and screened in accordance with the current Police Officer Minimum Standards and necessary minimum qualifications. **All applicants will be notified of their application status (*qualified or not qualified to take the written examination*) via email and/or mail. It will be the applicant's responsibility to monitor your e-mail and/or mail for department generated correspondence.**

### **WRITTEN EXAMINATION:** Tuesday, June 25, 2013

Applicants who meet minimum qualifications will receive an e-mail and/or letter with instructions to report for the written examination. The written test will be given Tuesday, June 25, 2013 at (1830 hrs.) 6:30 p.m. This is the only time the examination will be given. You must present a valid picture ID to be admitted to the exam.

**The examination will be administered at:**

**The Fort Worth Convention Center**

**1201 Houston Street**

**Fort Worth, Texas 76102**

**Parking fee of \$10 is required.**

The time limit for the exam is one (1) hour and fifteen (15) minutes. Check-in for the exam will begin approximately thirty (30) minutes prior to exam time. The exam will begin promptly at the time scheduled.

**Persons who arrive after the test instructions have been provided will not be allowed to take the examination.**

## **WRITTEN TEST SCORES:**

**The passing score for the written examination is 79 or above.**

**Additional Points:** Additional points up to a maximum of five (5) cumulative points may be added to a passing test score as follows:

- Military Veteran (with honorable discharge per DD214) **5 points**
- Associate's degree or 60+ hours of college credit **1 point**
- Bachelor's degree (or higher) **3 points**
- Resident of Fort Worth for six months or more at the time of applicant's written examination **2 points**

The rank order of applicants having the same final eligibility score will be determined by a tie-break number, which will be drawn by applicants upon entry to the written examination.

Final eligibility scores will be posted on a bulletin board adjacent to the Civil Service Director's office at City Hall, 1000 Throckmorton St., and in the reception area at the Fort Worth Fire and Police Training Center, 1000 Calvert St., on Friday, July 5, 2013.

**Final eligibility scores will also be posted Friday, July 5, 2013, on the Internet at:**  
**[FortWorthTexas.gov/HR/PoliceRecruitment](http://FortWorthTexas.gov/HR/PoliceRecruitment)**

- **Test results or status will not be given by telephone.**

## **PRACTICE PHYSICAL ASSESSMENT TEST (PPAT):**

**Highly recommended** – Unlimited practice for Physical Assessment Test.

Saturday, June 29, 2013 from 9:00 a.m.-1:00 p.m. and Saturday July 6, 2013 from 9:00 a.m. – 1:00 p.m.

**No appointment necessary.** Please note that a waiver and release must be signed by the participant (applicants) prior to practicing. **Wear appropriate athletic attire to include *athletic shoes*.**

### **Fort Worth Fire and Police Training Center**

1000 Calvert Street

Fort Worth, Texas 76107

**[\(Click here to view PAT video\)](#)**

## **ACTUAL PHYSICAL ASSESSMENT TEST (PAT):** “By Appointment Only”

The actual timed Physical Assessment Test will occur on **Thursday, July 11, 2013** for applicants who are in the group selected for further processing based on their written test final eligibility score. Applicants in this group will be notified of their scheduled time by the Police Background Investigation Office.

<p>PAT (Out of Area Applicants): Out of area applicants scoring 79 and above on the written examination may test the day after the written examination on Wednesday, June 26, 2013 beginning at 11:00 a.m. (scheduling will be required with the Background/Employment Affairs Unit).</p>
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### **PERSONAL HISTORY BOOKLET (PHB):**

After successfully passing the written examination as well as the PAT, the PHB requiring detailed information regarding educational background, employment history, military service, references and arrest record (including traffic violations) must be completed by required deadline. Original documents such as birth certificates, social security card, high school and college diplomas and transcripts, driver's license, marriage certificate, divorce decree, and military discharge papers will also be required after you enter the background phase.

### **ORAL REVIEW BOARD:**

Upon completion and return of applicants Personal History Books (PHB), applicants will be scheduled for their Oral Interview Boards. If the applicant is successful with passing the Oral Interview Board they will continue on to the Background Investigation Phase.

### **POLYGRAPH:**

Applicants will be required to take a polygraph test examination during the background investigation.

### **BACKGROUND INVESTIGATION:**

The Police Department will conduct a thorough background investigation to verify information given by the applicant in the Personal History Booklet. After successful completion of the background investigation applicants will be given a Conditional Offer of Employment letter which will be based on passing the Psychological and Medical evaluations.

### **PSYCHOLOGICAL EVALUATION:**

Applicants will be administered a battery of psychological tests. A licensed psychologist will evaluate the applicant's responses to determine suitability for police work. Final appointment will be contingent upon the results of the psychological evaluation.

### **MEDICAL EXAMINATION:**

After approval by the Board, applicant will be given a thorough medical examination. Final appointment will be contingent upon the results of the physical.

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- Class 135 Begins: Monday, October 7, 2013
  - Class 135 Graduation: Friday, May 9, 2014.
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